

# Unit Credit for Class Advancement

MVSD Contract Article 21

# Rationale

- The district wants teachers to take course and workshops, but the practice of approving these for salary advancement needs to be fair and consistent.

# Important Steps to Follow to Ensure CLASS ADVANCEMENT Eligibility:

- The form must be filled out for either a university course for credit or a workshop for hours/credit.
- The form must be filled out by the teacher and signed by the principal, PRIOR to taking the course or workshop.

Once you fill out the form and  
it is signed:

- Principal forwards a copy to HR
- Teacher keeps the original form until the course/workshop is completed and transcript/evidence received.

# Once the work is completed:

- Teacher submits the original form to HR, with original transcript/evidence attached. This must be done by September 15 for current year credit, and within two years of taking the course or workshop.

# Final Approval of Credit

- If a course/workshop is not approved by the Superintendent, the teacher will be notified by HR.
- “Evidence of Completion” (aka original transcript or certificate from a workshop) must be submitted by the September 15 deadline to have the units count for the current school year.

# Salary Advancement for Units Earned

- Teachers can take up to 6 units per semester and up to 12 units per fiscal year, July 1 - June 30.
- Salary advancement credit will only be granted for courses or workshops taken outside the contracted work hours, and when the employee has paid for the registration and all associated expenses.

# What does this mean?

- If a course/workshop is taken during a regular workday, within the contracted hours, the units/will not count towards salary advancement. You can't use a PN day to attend a workshop/class and have it count.



# AND

- If the District pays for, or reimburses a teacher for any registration fees, travel expenses or any other costs involved in taking the class/workshop, the units may not be used for class advancement - even if the teacher pays for special units offered at a workshop.

# Final Submission to HR for units earned:

- Official transcripts for a course must show the course number, description of course, units earned, and satisfactory completion, in order to be accepted for final approval.
- Workshop verification/documentation must show hours of attendance and a signature.

# Salary Advancement Form

- Teachers must keep track of their own units for salary advancement.
- When reaching the necessary units for class advancement in the following school year:
  - The Salary Advancement Form must be turned in directly to HR no later than April 15 - no principal signature needed.

# In order to complete the salary advancement process:

- All official transcripts/evidence of courses/workshops taken must be received by HR no later than September 15, to receive credit for the current year.

- **NO LATE TRANSCRIPTS OR EVIDENCE WILL BE ACCEPTED.** Units turned in late can be used the following year.
- Units not turned in within two years of taking a course or workshop/conference will not be counted towards eligibility of advancement.

Questions?